

City of Detroit

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VIDEO DUPLICATION REQUEST FORM

There is a \$25.00 fee for each meeting that is duplicated on either DVD-R or VHS videotape. The \$25.00 fee is due upon request of the duplication, by Cashier's Check or Money Order, made payable to the "City of Detroit". You will be notified by telephone as to when the video will be available for pickup, which should be within five (5) business days from the date of the request. Videotapes will not be delivered or mailed. All legislative meetings are copied in their entirety. Please check carefully for the correct date and type of meeting requested. We are not responsible for incorrect meeting type or dates. There are no refunds for incorrect information submitted on this form.

Format requested:

VHS videotape _____

DVD-R _____

Requested by: _____ Date: _____

Address: _____ Phone: _____

Type of Requested meeting: _____
(City Council, Task Force, City Planning Commission, etc.)

Date of Requested Meeting: _____
(IMPORTANT: The date that is listed here is the date that will be duplicated)

RESEARCH & ANALYSIS DIVISION USE ONLY

Amount Paid \$ _____	Money Order _____	Cashier's Check _____
ID# _____	Quantity _____	Staff _____
Duplicator _____	Date Rec'd _____	Date Completed _____
Approved by _____	Date _____	Contact Date _____

Requested Duplication(s) Received By: _____ Date: _____